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Employer Update for Employers of the Maine State Retirement System, January 2011

Maine Public Employees Retirement System

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Employer Update

for Employers of Maine Public Employees Retirement System



January 2011

MainePERS Optional Membership

Membership Application Required

To ensure that all employees make an informed election, and to prevent future claims against employers, every employee with optional membership must complete a membership application electing to join or not join MainePERS on their date of hire or the date they are first eligible to join. Submit completed membership applications to MainePERS before the first payroll report that includes your new employee.

Discard the “Employee Action Required” forms. That election process is now closed. The membership application is the only valid form for electing to join or not join MainePERS.

REQUIRED

APPLICATION FOR MEMBERSHIP	
All State House Station Augusta, ME 04330-0045 Tel. 207-225-3000 Fax 207-225-3003 Toll Free 1-800-431-4800 Retirement Systems	
SIGN AND FORWARD TO THE MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM WITHIN 2 DAYS OF EMPLOYEE'S EMPLOYMENT DATE	
TO BE COMPLETED BY EMPLOYER	
1 Social Security Number:	Date of Birth:
2 Member's Name:	(First) (Middle) (Last)
3 Mailing Address (Street):	(City) (State) (ZIP)
4 <input type="checkbox"/> I wish to join the Maine Public Employees Retirement System and understand that my application and membership are governed by MainePERS laws and rules. I agree to deduct from my compensation at the rate required by MainePERS for the plan in which I am participating. I hereby certify that I am not subject to any other mandatory deduction for retirement savings.	
<input type="checkbox"/> FOR THOSE WITH OPTIONAL MEMBERSHIP ONLY: I do not wish to join the Maine Public Employees Retirement System and understand that the opportunity to enroll at any future date will be subject to MainePERS laws and rules. See Section 8 on reverse for an explanation of the provisions of optional membership.	
Employee Signature _____ Date _____	
TO BE COMPLETED BY EMPLOYER	
1 Employee Name:	2 Transferring Name:
2 New First Date of Eligible Employment:	3 Department:
4 Employee Code:	Personnel Status Code (PSO):
(Indicate the MainePERS pay period for which you are enrolling)	
4 Employee's annual salary (or annual rate of pay): Anually _____ weekly _____ biweekly _____ monthly _____ (Please enter only one salary or annual rate of pay.)	
Full time: If an employee in this position is considered to be _____ hour/year _____ hours/week _____ hours/day _____ (The position's Full-Time Equivalent or FTE should be entered here.)	
5 Did employee elect membership on first day of eligible employment? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If "No," provide date _____ Employee electing to avoid this benefit <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" to either, check ONE of the boxes in 6 and explaining on what basis the employee declined membership or is electing to avoid it. See Section 8 on reverse for lengthy guidelines.	
6 The above information relating to present employment is true and correct to the best of my knowledge and belief. Signature of Employer's Contact _____ Date _____ Please print or type name _____ Telephone number _____	
NOTE: In accordance with the Personal Privacy Protection Law, you are hereby advised that pursuant to the Retirement and Surplus Security Law, the information contained in this application is required to determine eligibility for and calculation of benefits. Failure to provide this information may result in disqualification for benefits. The System will not accept incomplete applications. Form MC-0102 PLEASE RETURN A COPY FOR YOUR RECORDS Page 1 of 1	

FAQs

Optional Membership

Q: The City of Chickadee recently hired someone into a position with optional MainePERS membership. The City had the individual complete a MainePERS membership application and the individual elected to join MainePERS. Upon reviewing the application, MainePERS determined that this same individual had worked as a substitute teacher for the Chickadee School Department in 2009 and elected not to join MainePERS at that time. Is this optional membership employee now eligible to elect MainePERS membership?

A: No.

- The membership status of someone who was an employee, or former employee, on July 12, 2010, is the status of that individual for all current and future periods of employment in an optional membership position with the same employer
- The System uses employers' Employer Identification Number/Tax Identification Numbers (EIN/TIN) to determine if the employer is the same employer for purposes of making an election. We consider all employment for an employer using one EIN employment with the same employer.

For more information on Optional Membership requirements click [here](#) to visit the MainePERS website.

Employer Self Service

Technical Requirements for Your Desktop

Employer Self Service is coming soon. Make sure you can access and work in MainePERS' new ESS reporting system. We recommend your computers be capable of meeting the following technical requirements:

Component Name	Primary Recommendation	Employer Self Service	Comments
Browser Settings		Required	JavaScript or client-side scripting should be enabled.
Monitor Display	Monitor resolution of 1024 x 768 or higher	Recommended	
Browser Software	Internet Explorer 7, 8	Recommended	The Back and Refresh buttons are not supported in V3. Allow pop-ups from the website where the application is hosted. Use "Regular" or "Normal" text size on your browser.
PDF Forms: Viewing	Adobe Acrobat Reader 9.x and higher	Required	To install, go to www.adobe.com or within a current version of Adobe, navigate to >Help>Check for updates. Requires internet connection.
Document Shell Editor	Java Runtime Environment	Required	To install on your desktop, go to http://java.sun.com/j2se/1.5.0/download.jsp and click on the Download JRE 5.0 Update X or Higher .

If you have questions, your IT personnel should be able to help you. Or, contact Employer Services by e-mail at employer@mainedpers.org or by telephone at 1-800-451-9800.



ESS Access = Security

Access to Employer Self Service is controlled by each employer's Security Administrator. Here's the "when and what" associated with ESS Security.



9 - 2 - GO LIVE

- **9 weeks prior** - Employers will receive request to name Security Administrator
- **2 weeks prior** - Security Administrators receive user name and initial password from MainePERS
- **GO LIVE** - Employer Security Administrators set up user names, initial passwords, and security access.

User Security Access Assigned by "Group"

- Security Administrator has full access
- Group settings will allow one-step set up

Group Name	Typical User Description
Payroll	Person responsible for uploading, manually entering, and editing payroll data and submitting EFT payments.
Human Resources	Person responsible for submitting employer forms and updating employer information. Responsible for Group Life Insurance forms and Direct Bill process.
Payroll/Human Resources	Person responsible for Payroll and Human Resource functions.
Limited Access User	Limited user generally related to submission of forms and member update information only. Menus not used are hidden on Home Page.
Employer User (Read Only Default)	Has access to view anything but cannot update, edit or delete